



**LASSEN COUNTY**  
**CHILDREN AND FAMILIES COMMISSION**  
**MEETING MINUTES**

February 5, 2004, 1:30 p.m.  
1345 Barry Creek Plaza, Suite B  
Susanville, California

**Commissioners Present:** Kathy Colvin, Alternate Member, Mae Sherman, Barbara Malone, Janice Irvin, Patsy Jimenez Brenda Poteete

**Commissioners Absent:** Alternate Member Brian Dahle, Betsy Elam, Shannon Gerig, Alternate Member, Doug McCoy, Sheral Thorlaksson, Jim Chapman

**Visitors:** Lisa Holmstrom, Janet Lasick, Barbara Tiner, Cheryl Smith

**Commission Staff:** Laura Roberts, Dennis Wilkes

1. **Welcome and Introductions:** Acting Chairperson, Barbara Malone called the meeting to order at 1:35 p.m. The Chairperson welcomed everyone.
2. **Public Comment:** There was no public comment.
3. **Approval of Agenda:** Commissioner Jimenez moved to approve the agenda. Commissioner Irvin seconded the motion. There was no discussion. The motion passed.
4. **Consent Calendar:** The consent calendar was presented. Commissioner Irvin and Jimenez moved and seconded respectively to approve the consent calendar. The motion passed. Items approved on the consent calendar are:
  - 4a. SUBJECT: Approval of Minutes LCCFC Meeting of January 8, 2003
  - 4b. SUBJECT: Approval of Fiscal Report
  - 4c. SUBJECT: Authorize reimbursement of mileage, lodging, and per diem to AmeriCorps/GOSERV meeting in Sacramento, Lisa Holmstrom to attend
  - 4d. SUBJECT: Authorize travel and reimbursement to attend statewide evaluation regional workshop on March 8 and 9 in Sacramento
  - 4e. SUBJECT: Authorize travel and reimbursement to attend license exempt child care provider program development workshop in Oroville on March 1 and 2
5. **Statewide Conference:** The Statewide Conference in April was discussed. Commissioners Sherman, Jimenez, Irvin, and Alternate Commissioner Colvin expressed interest in attending. Barbara Tiner will be attending the workshop also. The Home Visiting Program has been submitted as a potential presenter as well as the Oral Health Task Force. If the Home Visiting Program is selected to present, Lisa Holmstrom will attend the conference and will need reimbursement for expenses. The Oral Health Task Force will pay for presenters if they are chosen to present. It was moved by Commissioner Irvin and seconded by Commissioner Sherman that the Commission pay expenses for up to 2 individuals from ComPAC, and for expenses for all Commissioners attending the conference. The motion carried with no abstentions.
6. **AmeriCorps Budget:** The AmeriCorps Budget was presented. Barbara Tiner filled in the details indicating that there is some room in certain line items such as health insurance, because not all AmeriCorps Members utilize this benefit. Commissioner Jimenez moved that the budget be approved as submitted. Commissioner Poteete seconded the motion. The motion carried with no abstentions.
7. **Behavioral Health Initiative:** The first draft of the Behavioral Health Initiative and budget was presented. The general direction of the initiative met with approval from Commissioners. One major difference is that the initiative is developing as a three year initiative rather than a 1 year project. Dennis Wilkes prepared a revised legacy spread sheet which demonstrated that the Commission would have funds available to fund the initiative at the rate of \$50,000 per year for three years. The increased allocation of funds is to be placed on the next agenda for action. It was suggested that a second budget be developed that would allow for an ECE position just in case the Behavioral Specialist person hired did not possess ECE expertise.

LASSEN COUNTY  
CHILDREN AND FAMILIES COMMISSION  
MEETING MINUTES  
February 5, 2004, 1:30 p.m  
Page Two

8. **New Parent Kit Distribution Review:** Current distribution processes were reviewed. The hospital OB program is willing to distribute kits also. They need between 20 and 30 kits per month. We only get 15 kits per month so we will see if we can get more from other counties that don't use all of theirs. Commissioner Poteete asked if Headstart could put a small story book in the kit with the Headstart sticker on the back. There is room in the kit for an additional book. The hospital requested a separate set of videos to use in their parent education efforts. Alternate Commissioner Colvin has good contact with social workers from Washoe Medical Center, St. Marys, and Mercy Hospital. She will ask their social workers to provide the post card to families that deliver babies at those facilities. With the post card they can order a kit. Dennis Wilkes who oversees the kit project for the Commission stated that 4 kits had been sent from the state level to Lassen families last year. So the post cards are not used a great deal. 80% of Lassen County births are delivered at Banner Lassen Medical Center. The other 20% of children born each year to Lassen County residents are born in other facilities. It was suggested that we provide kits to the Infant Toddler Program, to foster families with infants in placement, and also to mid-wives if there are any working in our county.

9. **Committee Formation:** It was explained that originally the Commissioners who were officers served as an executive committee. That works well, but perhaps bringing in non-commission members to serve on a fiscal and programmatic committee in an advisory capacity would broaden the information and community input for the Commission to work with. Suggestions were made for members. Laura is to explore the concept more.

10. **Reports:** Cheryl Smith reported on progress she has made with her Mini Grant for Little Lighthouse Preschool. Her enrollment is up to 24 students now, and she is requesting expansion to 30.

Lisa Holmstrom reported on her experience participating on an interview panel for the GOSERV and CAPC offices to help in the Federal grant application process for expansion of the AmeriCorps project from 100 to 250 members statewide. Lisa also presented a AmeriCorps Home Visiting Project report to the commission as well as information from the Big Valley Family Resource Center and the Fort Sage FRC.

Many applications have been received to participate in the CARES project. Susie and Dennis are in the process of entering all of the information into the CARES database. CARES training opportunities have begun and providers are participating. Stephanie Riddle, the child care provider recruiter is working with the Big Valley and Fort Sage FRC's to provide information to individuals that are interested in becoming child care providers.

The Oral Health Project is moving along well. Children are being scheduled for oral surgery. Janet Lasick reported that the statewide demonstration grant project through Delta Dental has allowed some funding to defray the costs to Lassen Family Dental Practice of having their dentist out of the office to receive training in oral surgery.

6. **Learning Opportunity:** Information was handed out about several websites to visit to obtain information on children's behavioral health, nutrition, safety, etc.

12. **Adjourn:** The next meeting will be on March 4, 2004. The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Laura J. Roberts  
Executive Director